

THE NAVAJO NATION

JOB VACANCY ANNOUNCEMENT

POSITION NO: 241749

CLOSING DATE: 07/15/2021 by 5pm

DEPARTMENT NAME / WORKSITE: Risk Management Program / Window Rock, AZ

WORK HOURS:	8AM - 5PM	PART TIME:	<input type="checkbox"/>	NO. OF HRS./WK.:	\$ 24,513.12	PER ANNUM
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NON-SENSITIVE ☐ TEMPORARY: ☐ DURATION: _____

Performs technical accounting duties of moderate difficulty, works as support function to RMP Claims staff. Engages with Navajo Nation Programs, Departments, Divisions, Chapters and Enterprises in submittal of all insurance requests. Reviews Underwriting Exposure Summary (UES) Form, reviews and bills for addition (Vehicles, Property, etc.). Monitors and tracks all insured billing and payments; prepares correspondence to insured members; works with insured members on completing addition forms and UES. Provide support to claims staff by verifying payments and premium allocations. Maintains accurate records of UES, Invoices, Auto Listings and ICRs. Prepares correspondence and deposits to appropriate accounts and follows up with AR.

Minimum Qualifications:

- A high school diploma or GED supplemented by college level courses in bookkeeping and/or accounting; and two (2) years of increasingly responsible bookkeeping and clerical accounting; or an equivalent combination of education and experience.

- A favorable background investigation.
- Posses a valid state driver's license.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

FMIS Certification is required;
Must have excellent communication skills;
Some public speaking and presenting will be required;
Fluency in Navajo is preferred but not required;
Be able to complete assignments in a timely manner.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.